

SECTION 4(a)
Monthly Earnings And Contribution Reporting
Via TRS WEB <http://www.trs.mt.gov>

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TRS On-line Earnings and Contribution Reporting System

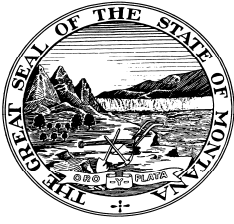
The TRS On-Line Earnings and Contributions Reporting System is designed to allow an agency reporting to the TRS to perform all data integrity, verification, and error checks in submission of monthly employee and employer contributions due the TRS.

The new web reporting system may be accessed by going to the TRS homepage located at the following address: <http://www.trs.mt.gov> and navigating to TRS On-Line. You may also navigate directly to the TRS On-Line system by pointing your browser to <http://www.trs.mt.gov/Employers/TrsOnline.asp>. The latest copy of the user manual is available from this site.

To utilize this new web reporting capability, you must be using Microsoft Internet Explorer, Version 5.01 or higher. Internet Explorer is freely available from Microsoft's web site at <http://www.microsoft.com>. The latest production version is Version 6.0.x.

The TRS must set up an account for your agency before you will be able to log on to the new web reporting system. To activate your TRS On-Line account, please fill out the 'Employer Internet Reporting Sign-up Form' available at: <http://www.trs.mt.gov/trsonline/InternetSignUpForm.pdf>. Please fax the properly completed form to the TRS office at (406) 444-2641. Please be sure to provide your E-mail address on the sign-up form. The TRS will notify you when your username and password have been established.

For those agencies that utilize payroll software that produces a disk file, the 'Monthly Earnings and Contribution Report' may be uploaded to the TRS via the TRS On-Line system. Detailed instructions for uploading data to the TRS are outlined later in this section. Once the TRS has processed and validated the uploaded data, the submitting clerk will have an opportunity to fix any discrepancies directly on the web site, or they may fix the data on their own internal payroll software, recreate their report data file, and resubmit the file to the web site. For those districts that are not able to create an upload file, their earnings and contribution data may be entered directly on the TRS web site or copied forward from a previous monthly report. The same data checks as described above are performed, with the same corrective actions available to the clerk.



TEACHERS' RETIREMENT SYSTEM
1500 E. SIXTH AVENUE
PO BOX 200139
HELENA, MONTANA 59620-0139

(406) 444-3134
(406) 444-2641 (Fax)

Employer Internet Reporting
Sign-up Form

TRS Reporting Agency # _____

TRS Reporting Agency Name _____

Reporting Official's name _____
Last Name First Name Middle Initial

Agency's Federal ID # _____
(Tax ID #)

Reporting Official's phone # (406) _____ - _____ Ext. _____

Reporting Official's E-Mail Address _____

I want to begin reporting for the month of _____

Do you currently use electronic reporting? Yes No

If YES, what accounting software are you using? _____
(Foxie Lady, Black Mountain, CSA, UST, etc.)

What Web Browser do you use? _____ Version? _____
(Internet Explorer, Netscape, etc.)

Authorized Reporting Official's signature _____

Authorized TRS signature _____

Today's date is _____

TRS USE ONLY	
Received:	_____
Entered:	_____
Contacted:	_____

TRS On-line Web Site

The screenshot shows a Microsoft Internet Explorer window titled "Wages and Contribution Reporting - Microsoft Internet Explorer". The address bar displays "http://www.trs.mt.gov/Employers/TrsOnline.asp". The page features the "mt.gov" logo and a navigation menu with links: Employers, Members, Retirees, Calendar, Publications, TRS Board, TRS Staff, Help, and Home. The main heading is "TRS-Online: Wage and Contribution Reporting" with a "Back" link. The text explains that this is the home page for the new Web Wage and Contribution Reporting System, developed by TRS staff and Alfred Munksgard and Associates. It provides contact information and a link to the manual. Below this, there are three links with descriptions: "Wage and Contribution Reporting" (Click here to enter the Wage and Contribution Reporting system), "Program Documentation (484K, 26 pages)" (Print out or save Wage and Contribution Program documentation), and "Sign-Up Form" (Form to use to sign up for Wage and Contribution reporting). A section titled "Click Below to e-mail for help, or call us directly." lists contact information for Donna Bertram, Jean Boucher, Kelli Hargreaves, Rex Merrick, and Bill Hallinan. The footer includes links for Privacy & Security, Accessibility, Contact TRS, and Search, along with the "mt.gov" logo.

Wages and Contribution Reporting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail News RSS Feeds

Address <http://www.trs.mt.gov/Employers/TrsOnline.asp> Go Links

mt.gov
Montana's Official State Website

MONTANA TEACHERS' RETIREMENT SYSTEM

Employers Members Retirees Calendar Publications TRS Board TRS Staff Help Home

TRS-Online: Wage and Contribution Reporting [Back](#)

This is the home page for the new Web Wage and Contribution Reporting System developed by TRS staff and Alfred Munksgard and Associates. The purpose of this page is to provide employers with the resource and contact information they need in order to assist with reporting.

The documentation link below will take you to the latest copy of the manual. Please download the manual as it is very helpful in guiding you through the new program. Note your password is your Federal Tax ID. If your password does not work, please call Bill Hallinan at 444-3395.

[Wage and Contribution Reporting](#) Click here to enter the Wage and Contribution Reporting system

[Program Documentation \(484K, 26 pages\)](#) Print out or save Wage and Contribution Program documentation

[Sign-Up Form](#) Form to use to sign up for Wage and Contribution reporting

Click Below to e-mail for help, or call us directly.

Donna Bertram	444-2540	Wage and Contribution Reporting
Jean Boucher	444-3323	Wage and Contribution Reporting
Kelli Hargreaves	444-3454	Wage and Contribution Reporting
Rex Merrick	444-9293	Web Access, Password, and Computer Help
Bill Hallinan	444-3395	Web Access, Password, and Computer Help

Privacy & Security Accessibility Contact TRS Search

mt.gov
Montana's Official State Website

Internet

From the TRS home page (www.trs.mt.gov), select TRS-Online from the Employer tab. This is the screen that contains all the information you need to get started.

Overview

The TRS Web Contribution Reporting site allows you to enter, correct, submit, and review employer and employee contributions to the Montana Teachers' Retirement System. Essentially the process consists of three steps:

1. **Copy forward** a prior month's contributions or **upload** a file of current contributions.
2. **Update and verify** the contribution information
3. **Submit** the contribution information to the TRS

The site also allows you to review prior contributions for your TRS employees as well as make adjustments to past submittals as necessary. All submitted changes go directly into the TRS computer system for further verification and processing.

Getting Started

Access this web page at: <http://www.trs.mt.gov/employers/>. In order to use the web page you will need:

- A computer,
- A connection to the internet,
- A web browser.

You will want to have handy, wage and contribution reports for the current period so as to check totals. This is a production system and all work goes directly into the TRS databases. You will know you are at the proper site because the web page will look similar to the following (Figure 1):

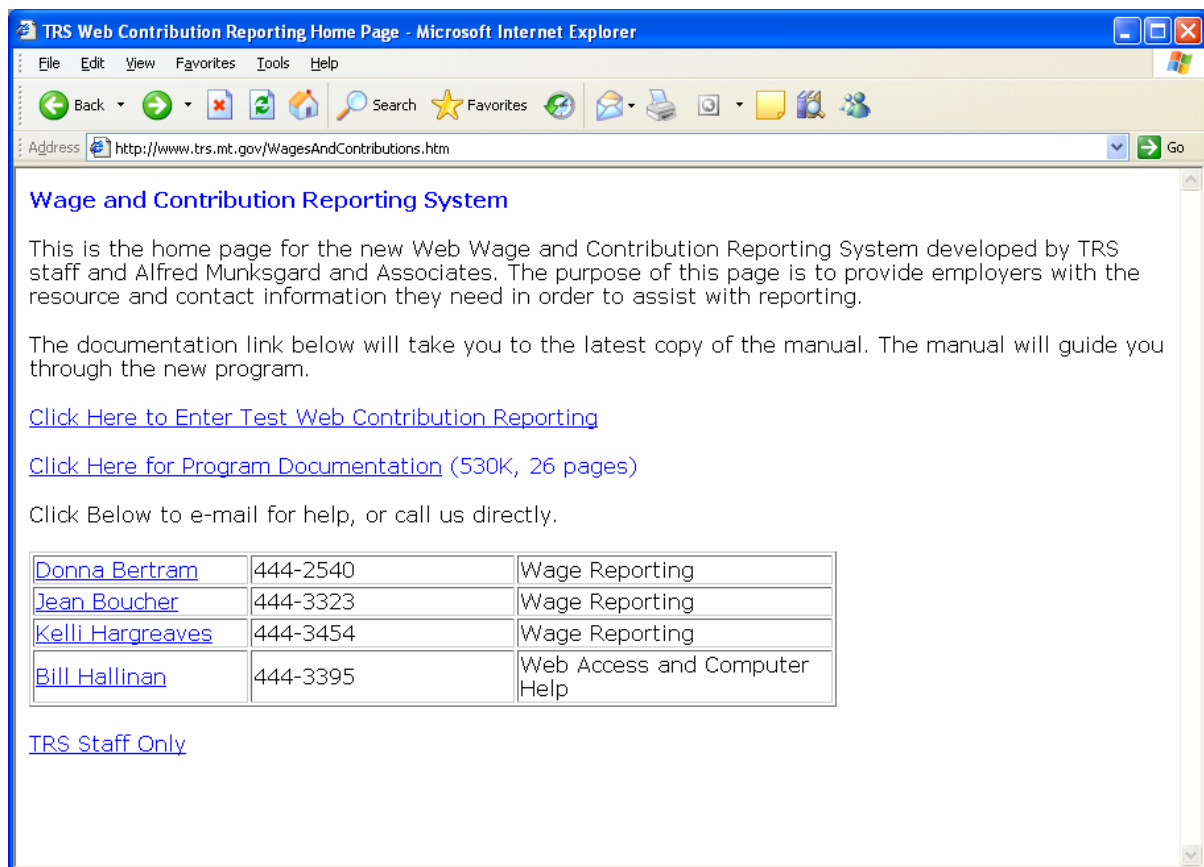


Figure 1

General Information and Hints

Here are some helpful hints on how to get the most out of the entry screen. Many of the screens contain the same buttons. Here are the commonly used buttons and their functions:

Search

If the Search button is present on the screen, you can press the Clear button to clear the screen, enter values in the first line of the summary or detail fields and press Search to look up those records. If records are not present the resulting screen will be blank. Press the Back button on the browser to return to where you started.

Save

You must press the Save button to save any changes you make on a screen. The Save button will save work entered in entry fields. An entry field on a screen has a light gray border. Display fields are grayed out.

Clear

The Clear button clears the contents of the fields, but does not affect saved data. It is helpful to use when searching to clear the screen, enter the values to be found, and press the Search button.

Reset

Reset will return the screen values to the values that were present before any screen information was changed. This is a helpful button when you want to return to the original values.

Home

The Home button takes you to the main menu.

Cancel

Pressing the Cancel button will cancel the present operation and return you to the prior screen.

[<< Previous List](#) Some screens allow you to page forwards and backwards through the information. Click this link to move backwards. If you want to keep any changes on this screen, make sure to first click the Save button.

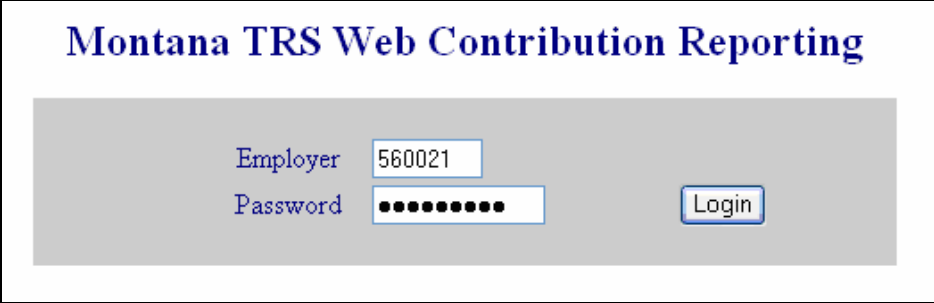
[Next List >>](#) Click this link to move forwards. If you want to keep any changes on this screen, make sure to first click the Save button.

[<< Previous Page](#) Same as << Previous List.

[Next Page >>](#) Same as Next List >>.

Logging On

To logon to the test system, click on the link: 'Click Here to Enter the Web Contribution Reporting Test System.' At the login screen, use your TRS employer ID for the Employer field. Your password is your Tax ID number. If these numbers do not work when entered, please contact the TRS staff listed on the test home page (Figure 1).



Montana TRS Web Contribution Reporting

Employer 560021

Password •••••••••• Login

Figure 2

Main Menu (Home)

The main menu for the TRS Web Contribution Reporting system looks like the following.

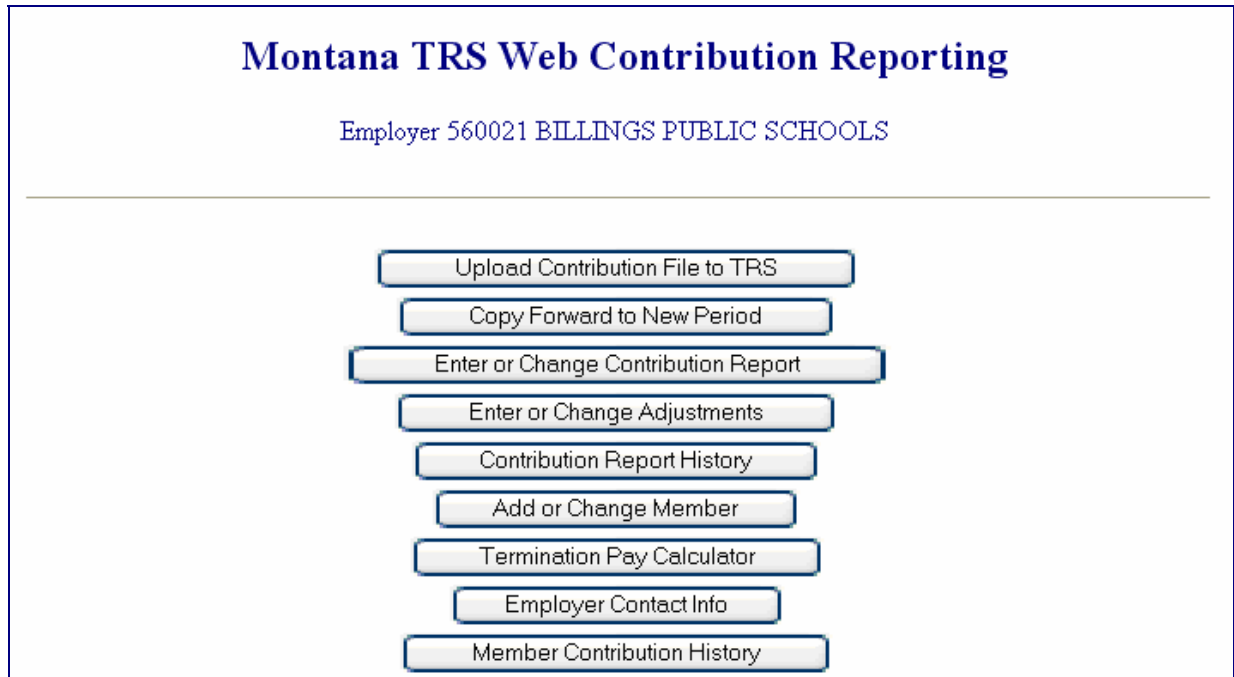


Figure 3

The Main Menu options are:

- Upload Contribution File to TRS
Used to move a contribution file created by your accounting/payroll system to the TRS. This is a three-step process of uploading the file, processing it, and reviewing the results.
- Copy Forward to New Period
This option copies any previous months contribution report on the TRS database to a current, unprocessed, month. This option copies forward previous entries so only the changed and new entries have to be edited.
- Enter or Change Contribution Report
This option allows you to change the TRS Employee's contribution amounts up to the time you submit your work to TRS. You can leave and return to the program to edit. You do not need to complete the submission to TRS in one sitting. Remember to save your work as you go along.
- Enter or Change Adjustments
This option allows one to submit an adjustment to a previous month's posted contributions.
- Contribution Report History
A report of the history of all contributions submitted by an employer.
- Add or Change Member
Add or change members reported for the current month.
- Termination Pay Calculator
A termination pay calculator that uses real-time TRS data to help arrive at accurate estimates of the employee and employer contributes due TRS under termination pay options 1 and 2.
- Employer Contact Information
Change TRS information about the employer contact. Please keep this information up to date.
- Member Contribution History
A screen report of all your TRS members' contributions on file.

Upload Contribution File to TRS

If you have an accounting/payroll system capable of creating a the TRS upload file, you can use this option to select the file, process it, and review the results. Any errors or warnings can be corrected on line. All errors must be corrected before the report can be submitted to the TRS. TRS urges you to read the warnings and correct as many as possible, so you have fewer messages with which to deal with each month.

The file sent to TRS has a special format. TRS publishes the layout for the upload file here:

<http://www.trs.mt.gov/publications/180-ByteLayout.PDF>. Please review it if you are interested in providing an upload file each month. For each upload file you will need to enter the month and year for the data you are uploading. Make sure the data contained in the file you select has the correct employer number, month, and year.

An overview of the process looks like this:

1. Create current upload file from your accounting/payroll system and save it where you can find it on your computer or network.
2. Login to the TRS Web Contribution site and select the Upload Contribution File menu option.
3. Enter the correct Reporting Period -- Month and Year. (Figure 4 and 5)
4. Leave the Sequence Number blank.
5. If you want to overwrite a previous upload for the Reporting Period, select 'Yes' for Override
6. Press the 'Next Step' button.
7. Upload the contribution file. (Figure 6 and 7)
8. Process the contribution file. (Figure 5, button at bottom). This may take up to 2 minutes for a large organization.
9. Review the messages generated by the upload. (Figure 8)

Upload Contribution File

Agency 560021 BILLINGS PUBLIC SCHOOLS

Please enter the report period you are uploading

Report Month (MM)

Report Year (YYYY)

Sequence Number

Type

Override

Figure 4

Select the file to upload by clicking on 'Step One: Upload File' button. A new window will pop-up to allow you to select the file. **Note: if your internet browser is set to not allow pop-ups -- pop-ups are additional browser windows that pop-up, often with advertisements -- you will have to temporarily enable the browser to allow pop-ups.**

Upload Contribution File

Step One: Upload File

Agency 560021 BILLINGS PUBLIC SCHOOLS

Report Month (MM) 09

Report Year (YYYY) 2004

Sequence Number

Type Contribution

Process Cancel

Figure 5

Select the file by 1) clicking on the Browse button, 2) finding the file in the file explorer, and 3) double clicking on the file name. This will put the file name in the box below. Click on the 'Upload File' to upload the file.

Step One: Upload File

Select a file to upload... O:\uploads\560021-200509.txt Browse...

Upload File Cancel

Figure 6

Once the file is uploaded, the screen displays a message showing the upload was successful (Figure 7). Click on the 'Go to step two, process file' button to close the window and continue processing the file.

Step One: Upload File

Upload Successful for: 560021 report period: 200409 -- File Name: 560021-200409.txt

Go to Step 2: Process File

Figure 7

You will see the Upload Contribution Screen (Figure 5). Click the 'Process' button at the bottom of the screen. Processing may take 10 to 60 seconds. If it takes longer than 3 minutes, please call TRS support staff.

If the upload is unsuccessful, a series of error messages may appear. The example below shows such error messages for a file that is not in the correct format for uploading. Errors on this screen may have to be corrected in the original file before resubmitting it to the TRS.

Contribution Edit Messages			
Agency 560021 BILLINGS PUBLIC SCHOOLS Period 9 2004			
Member	Name	Edit Type	Edit Message
Upload		Error	SSN is invalid (72701383A)
Upload		Error	Contribution amount is invalid (72701383A)

Figure 8

If the load is unsuccessful, it is typically because one of the following reasons: the wrong file was loaded, the file is not in the correct format, or the file is not for the correct reporting period. The original file must be corrected and uploaded again.

The following is a sample list of possible errors:

- Employer number is invalid
- Pay period/year does not match
- Pay period or year is invalid
- Record type must be 1 or 2
- SSN is invalid format

If the upload is successful, the Contribution Summary screen opens.

Contribution Summary					
Agency		560021	BILLINGS PUBLIC SCHOOLS	Period	09 2004
TRS Employees	1616	Add'l Emplr Contrib	0.00	# of Report Periods	1
Total FTE	1,195.00	Employer Term Pay	0.00	Final Year-End Rpt	
Total FTE Hours	37,447.89	TIAA CREF Contrib	0.00	TIAA CREF Earnings	.00
Earnings	4,975,554.71	Total Emplr Contrib	371,673.94	Pay Period Date	09/30/2004
Regular Contribution	355,743.25	Total Due This Rpt	742,822.03	Date Edited	
Additional Contrib	15,404.84	Remitted This Report*	743,000.00	Date Posted	
Member Contrib	371,148.09	Report Over+/Short-	177.97	Edit Status	3 Errors, 65 Warnings
Employer Contrib	371,673.94	Over/Short Balance	0.00	Post Status	Not Ready
Starting Entry No.		Starting With		Copy to New Period	<input type="checkbox"/> <input type="checkbox"/> <input type="button" value="Copy"/>
		Detail Sequence	Name		
<input type="button" value="Save"/> <input type="button" value="Search"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> <input type="button" value="Reset"/> <input type="button" value="Calculate Totals"/> <input type="button" value="Validate Contributions"/> <input type="button" value="View or Change Detail"/>					
<input type="button" value="View Messages"/> <input type="button" value="Edit Messages"/> <input type="button" value="Submit to TRS"/> <input type="button" value="Home"/> <input type="button" value="Print Report"/>					

* Indicates required field

Figure 9

The contribution summary screen allows you to do numerous tasks. Each menu option and the corresponding screen figure follow.

- Save
Click to save values changed on the summary. Summary values must match contribution detail. Use 'Validate Contributions' to check work after any changes.
- Add
Add will only show up after the clear button is pressed. To enter a new report from scratch, click the Clear button, then enter the period and year, the sequence number (optional), and then click Add. Additional information may now be entered.
- Search
Press Clear, then enter the Period information (Month, Year, and Sequence Number – optional) and click Search to load a prior contribution report.
- Delete
Deletes all contribution detail as well as summary records for the month and year indicated.
- Clear
Clears the fields of all values.
- Reset
Resets the original values as of when the screen was loaded.
- Calculate Totals
Quickly calculates the summary totals from the contribution detail. It provides fast totals where as validate provides totals as well as checks every record. It does not validate each record. The Validate Contributions button takes longer, but checks each. After calculating totals, press 'Save' to save your work.
- Validate Contributions
Validates that the summary and detail information matches as well as recalculates totals based on any changes you may have made. This options looks for potential errors in the detail or summary page that would interfere with the reporting of contributions or submitting the report to TRS.
- View or Change Detail
Examine the individual contribution records for a reporting period. (Figure 11)
- View Messages
Displays all messages generated by the process of validating contributions. These are the results from the upload or from pressing the 'Validate Contributions' button. You may want to print this list in order to make correcting the records easier.
- Edit Messages
Allows you to correct five records at a time that have errors or warnings.
- Submit to TRS
After all error messages are resolved and the records have been validated, submits the contribution file for processing by the TRS.
- Home
Return to main menu.
- Print Report
Prints the summary and contribution detail reports.
- Copy
To copy this report to a new reporting period, enter the period and year, and then click Copy.
- Remitted This Report
Make sure to enter the total remitted amount before submitting the report. If there's an overage or shortage of less than \$2.00, the Report Over+/Short- will automatically be made zero and the amount will be added to or subtracted from the Total Employer Contribution.
- # of Report Periods
If this report covers more than one month, enter the appropriate number.
- Final Year-End Rpt
Enter 'y' if this is the final report for the fiscal year.

- Starting Entry No. Specify the entry number to start with on the detail screens. This applies to the View or Change Detail, View Messages, and Edit Messages screens.
- Starting With Specify the last name (or partial last name) to start with on the detail screens. This applies to the View or Change Detail and the Edit Messages screens.
- Detail Sequence The entries on the detail screens may be sequenced by the members last name or the member's SSN (alpha or numeric order). If this value is changed, the re-sequencing process takes place when the screen is saved or one of the detail screens is selected. The re-sequencing process may take a little while.

Adjustment Summary

This screen may be used to enter adjustments for member contributions or wages. The functionality of this screen is the same as the Contribution Summary screen. The Sequence number must be at least 2. Sequence number 1 is reserved for contribution reports. **Adjustments cannot be copied forward.**

Adjustment Summary					
Agency	150441	WHITEFISH PUBLIC SCHOOLS	Period	10	2004
			Seq	04	
TRS Employees	4	Add'l Emplr Contrib	0.00	# of Report Periods	1
Total FTE	0.00	Employer Term Pay	0.00	Final Year-End Rpt	
Total FTE Hours	0.00	TIAA CREF Contrib	0.00	TIAA CREF Earnings	.00
Earnings	0.00	Total Emplr Contrib	0.00	Pay Period Date	10/31/2004
Regular Contribution	0.00	Total Due This Rpt	0.00	Date Edited	
Additional Contrib	0.00	Remitted This Report*	0.00	Date Posted	
Member Contrib	0.00	Report Over+/Short-	0.00	Edit Status	Not Edited
Employer Contrib	0.00	Over/Short Balance	0.00	Post Status	Not Ready
Starting Entry No.		Starting With		Copy to New Period	<input type="checkbox"/> <input type="checkbox"/> <input type="button" value="Copy"/>
		Detail Sequence			
<input type="button" value="Save"/> <input type="button" value="Search"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> <input type="button" value="Reset"/> <input type="button" value="Calculate Totals"/> <input type="button" value="Validate Contributions"/>					
<input type="button" value="View or Change Detail"/> <input type="button" value="View Messages"/> <input type="button" value="Edit Messages"/> <input type="button" value="Submit to TRS"/> <input type="button" value="Home"/> <input type="button" value="Print Report"/>					

* Indicates required field

Figure 10

To do an adjustment you must hit the clear button, a blank screen will appear. Enter the month, year, and sequence number (increment for each adjustment, starting at 2), then press the Add button. Press View or Change Detail to enter in the detail information for the adjustment. Save your work. Press the Home button to return to the Adjustment Summary screen. Check your work by pressing the Validate Contributions button.

View or Change Detail

This screen shows the contribution detail for each of the members on your report. Use this screen to adjust any of the information as necessary.

Contribution Detail													
Agency 560021 BILLINGS PUBLIC SCHOOLS Period 9 2004													
Member SSN	Name	Actual Wages	Current Contrib	Calculate Contrib	Service (FTE)	Monthly Hours	Additional Contrib	Member Status	Action Code	Term Pay	Opt	Entry Number	Delete?
999-99-9999	APERSON, ABE	2,897.17	207.14	207.15	1.00			Full Time	▼	▼		1	<input type="checkbox"/>
999-99-9999	BPERSON, BETTY	1,506.40	107.70	107.71	.00	140.00		Hourly	▼	▼		2	<input type="checkbox"/>
999-99-9999	CPERSON, CARL	3,781.33	270.36	270.37	1.00			Full Time	▼	▼		3	<input type="checkbox"/>
999-99-9999	DPERSON, DON	1,292.76	92.42	92.43	.00	126.00		Hourly	▼	▼		4	<input type="checkbox"/>
999-99-9999	EPERSON, ED	2,603.50	186.15		1.00			Full Time	▼	▼		5	<input type="checkbox"/>
999-99-9999	FPERSON, FRAN	3,197.00	228.58	228.59	1.00			Full Time	▼	▼		6	<input type="checkbox"/>
999-99-9999	GPERSON, GIGI	280.00	20.02		.00	30.00		Hourly	▼	▼		7	<input type="checkbox"/>
999-99-9999	HPERSON, HERB	3,569.67	255.23		1.00			Full Time	▼	▼		8	<input type="checkbox"/>
999-99-9999	IPERSON, ISABELL	4,571.08	326.83		1.00			Full Time	▼	▼		9	<input type="checkbox"/>
999-99-9999	JPERSON, JAN	315.00	22.52		.00	33.75		Hourly	▼	▼		10	<input type="checkbox"/>
999-99-9999	KPERSON, KARI	2,955.75	211.33	211.34	1.00			Full Time	▼	▼		11	<input type="checkbox"/>
999-99-9999	LPERSON, LINDA	2,536.25	181.34		1.00			Full Time	▼	▼		12	<input type="checkbox"/>

Jump to name or SSN [Next List >>](#)

Figure 11

- **Save** Save changes to screen. **Remember to save any work before leaving the screen.**
- **Search** You can find an individual by clicking the Clear button, then typing the member SSN in the top left field and clicking the 'Search' button. You can go directly to a certain member by entering the full or partial last name in the name field then pressing Search. You can also use the jump to name or SSN.
- **Clear** Clears fields for searching. See Search.
- **Reset** Resets the original values as of when the screen was loaded.
- **Name Lookup** Allows you to search by a member's name.
- **Contrib Summary** Returns you to the contribution summary page.
- **Home** Returns you to the home menu.
- **Jump to Name or SSN** Enter full or partial names and SSN, and then click the Go button to move to that particular member in the file.
- **Delete?** One or more records may be deleted by clicking the 'Delete?' box, then clicking Save.

To add additional members: click the Clear button, and then begin entering the additional members, starting at the top. If there are available blank lines on the screen, additional members may be added using the blank lines without first clicking the Clear button. When adding additional members, the name is not displayed until after the screen is saved. If the SSN being added is not found in the TRS database, the name field must be entered in the format of last, first. If you wish to also enter a middle name, enter the name as last, first, middle. For existing members, the name may not be changed on this screen. Members whose name has changed must submit a Name Change form to the TRS.

New members may be added in two ways. One can go to contribution detail and select the action code of 'Add' (Figure 13); or one can use Add or Change Member screen from the main menu before entering the wages and contributions data. If a new member is added on the contribution screen, please remember to fill in the additional information on the Add or Change Member screen.

Click Save to update the information on the screen to the TRS database. If the update was successful, this message will appear: "Changes were saved". If there was an error preventing the data from being updated, an appropriate error message is presented. Correct the data, then click Save again.

View Messages

The 'View Messages' option from the Contribution Summary allows one to view 25 messages at a time. It may be helpful to print these messages if it makes correcting the messages easier. Use the Edit Message button to fix problems (Edit the messages, figure 13) or go back to the contribution summary (figure 8):

Contribution Edit Messages

Agency 560021 BILLINGS PUBLIC SCHOOLS Period 9 2004

Member	Name	Edit Type	Edit Message
999-99-9999	APERSON, ABE	Warning	Wages were already posted for this member for this report period
999-99-9999	BPERSON, BOB	Warning	Member type in the TRS database is Full Time
999-99-9999	CPERSON, CAROL	Warning	Retired member reporting contributions (07/01/2004)
999-99-9999	DPERSONS, DAVE	Warning	Reported member type is Full Time, it is Hourly in the TRS database
999-99-9999	EPERSON, ED	Error	Member not found for this employer

[Reset](#) [Edit Messages](#) [Contrib Summary](#) [Home](#)

[Next Page >>](#)

Figure 12

Edit Messages

When editing messages, the warnings or errors along with the records to be corrected or reviewed will appear in one screen. Five individuals at a time appear. Read the edit message and respond appropriately. A list of errors follows.

Edit Contribution Messages
 Agency 560021 BILLINGS PUBLIC SCHOOLS Period 9 2004

Member SSN	Name	Actual Earnings	Current Contrib	Calculate Contrib	Service (FTE)	Monthly Hours	Additional Contrib	Member Status	Action Code	Term Pay	Opt	Entry Number	Delete?
999-99-9999	APERSON, ANDY	315.00	22.52		.00	33.75		Hourly				10	<input type="checkbox"/>
999-99-9999	BPERSON, BILL	385.00	27.52	27.53	.00	41.25		Hourly				33	<input type="checkbox"/>
999-99-9999	CPERSON, CAROL	1,550.17	110.83	110.84	.50			Part Time				45	<input type="checkbox"/>
999-99-9999	DPERSON, DAVE	4,520.00	323.18		1.00			Full Time				47	<input type="checkbox"/>
999-99-9999	EPERSON, ED	1,260.00	90.09		1.00			Full Time				54	<input type="checkbox"/>

Jump to name or SSN [Next List >>](#)

Edit Type	Name	Edit Message
Warning	APERSON, ABE	Wages were already posted for this member for this report period
Warning	BPERSON, BOB	Wages were already posted for this member for this report period
Warning	CPERSON, CAROL	Member type in the TRS database is Full Time
Warning	DPERSON, DAVE	Retired member reporting contributions (07/01/2004)
Warning	EPERSON, ED	Reported member type is Full Time, it is Hourly in the TRS database

Figure 13

You can find an individual by clicking the Clear button, then typing the member's SSN in the top left field and clicking the 'Search' button.

You can go directly to a certain member by entering the full or partial last name in Jump to Name, or entering the full or partial SSN, then clicking the Go button.

One or more records may be deleted by clicking the 'Delete?' box, then clicking Save.

To add additional members, click the Clear button, then begin entering the additional members, starting at the top. If there are available blank lines on the screen, additional members may be added using the blank lines without first clicking the Clear button. When adding additional members, the name is not displayed until after the screen is saved. If the SSN being added is not found in the TRS database, the name field must be entered in the format of last, first. If you wish to also enter a middle name, enter the name as last, first, middle.

For existing members, the name may not be changed on this screen. Use the Add or Change Member screen.

New members may be added on the Add or Change Member screen before entering the wage and contribution data on this screen. If a new member is added on this screen, please remember to fill in the additional information on the Add or Change Member screen.

Here is a list of errors:

Contribution error messages	Suggestions -- Some ways of correcting errors
Member was not found.	Use Action field "Add."
Member SSN is not valid.	Check the SSN and if necessary reentering a valid SSN
Employee not found for this employer.	Use the Action field "Add."
Service not allowed for this member type.	Delete FTE or Hours.
Hours only allowed for Hourly member status.	Enter hours and using 0.0 for FTE.
Contribution warning messages	Suggestions -- Some ways of correcting errors

Hourly member must have hours reported.	Report hours or if no earnings in period, delete contribution record or change action field to 'Terminate'
Term pay option only allowed when term pay amount is entered.	Remove term pay option, or enter term pay amount. Chose Option 1 or 2
Member does not have retired status.	Do not report as a Working Retiree.
Member contribution is not within the acceptable range.	Check contribution or earnings.
Actual Earnings are zero.	Use Action field 'Terminate' or delete record.
Monthly hours are positive but contribution amount is negative.	Earnings and hours have to have the same sign -- either both positive numbers, or negative numbers.
Contribution reported without service.	Must report either FTE or hours.
Contribution or service not allowed for terminating member.	Must terminate on the next month's report with zero earnings and no FTE or hours.
Service is positive but contribution amount is negative.	Earnings and service have to have the same sign - either both positive numbers, or negative numbers.
Last name is missing	Enter last name.
First name is missing	Enter first name.
Additional contribution for future Tax-deferred Election Date	Monthly report date must equal or be after the Tax-deferred Election Date.
Term Pay contribution for future Tax-deferred Election Date	Monthly report date must equal or be after the Tax-deferred Election Date.
Employee currently on leave is receiving wages.	
This member is currently Full Time with a different employer.	
Monthly hours are negative but contribution amount is positive.	
Part time hours are negative.	
Part time hours exceed standard hours for full month.	
Term pay contribution is already posted for this employee	
Member type in the TRS database is Working Retiree.	Check to see if reported correctly.
Member type in the TRS database is Work after Retirement.	Delete
Member type in the TRS database is not TIAA CREF.	Check to see if reported correctly.
Member type in the TRS database is Full Time.	
Member type in the TRS database is Hourly for this employer.	
Wages were already posted for this member for this report period.	
Member currently on leave reporting contributions.	
Terminated member receiving wages.	Cannot terminate with earnings reported for employee. Terminate on next period's report.
Deceased member receiving wages.	
Retired member receiving wages.	
Retired member reporting contributions.	
Contribution amount reported without service.	
Service not allowed for this member type.	Delete FTE or hours.
Contributions not allowed for this member type.	Delete Contributions.
Reported member type = x, in the TRS database = y.	Reported member type is different from the member type in the TRS database.
Retired member is being reported as a TIAA CREFF member.	Report as Working Retiree.
Service reported without contributions.	
Contribution warning messages	Suggestions -- Some ways of correcting errors
Service is negative but contribution amount is positive.	

Service is negative.	
The hire date could not be found for this member.	Employee needs to submit Membership Forms to the TRS.
The gender is unknown for this member.	Employee needs to submit Membership Forms to the TRS.
This member is Full Time and has an FTE < 1.00.	
This member is Part Time and has an FTE >= 1.00.	
The FTE exceeds the number of months being reported.	
This SSN is duplicated for this report.	Report individual only once and delete duplicate.
The summary total wages does not match the calculated wages.	Recalculate totals or Validate contributions
The summary employee contributions does not match calculated amount.	
The summary employee additional contribution does not match calculated amount.	
The summary employer contributions does not match calculated amount.	
The summary service months does not match calculated amount.	
The summary part time hours does not match calculated amount.	
The summary TIAA CREF wages does not match calculated amount.	
The summary TIAA CREF contribution does not match calculated amount.	

Print Reports

From the Contribution Summary screen, you can print both the summary (Figure 15) and detail reports (Figure 16).

Print Contribution Report

Agency

BILLINGS PUBLIC SCHOOLS

Period

TRS Employees	<input type="text" value="1,616"/>	Period End Date	<input type="text" value="09/30/2004"/>
Earnings	<input type="text" value="4,975,554.71"/>	Date Posted	<input type="text"/>
Total Member Contribution	<input type="text" value="371,148.09"/>	Final Year-End Rpt	<input type="text"/>
Total Employer Contribution	<input type="text" value="371,673.84"/>	Edit Status	<input type="text" value="10 Errors, 65 Warnings"/>
Total Due This Report	<input type="text" value="742,821.93"/>	Post Status	<input type="text" value="Not Ready"/>
Remitted This Report	<input type="text" value="743,000.00"/>		

Figure 14

Summary contribution report:

TEST -- MT Teachers' Ret. Sys. -- TEST			
Contribution Summary Report			
Reporting Agency: 560021 BILLINGS PUBLIC SCHOOLS		Report Period: September 2004	
TRS Employees	1616	# of Report Periods	1
Total FTE	1,195.00	Final Year-End Rpt	
Total FTE Hours	37,447.89	TIAA CREF Earnings	.00
Earnings	4,975,554.71	Period End Date	09/30/2004
Regular Contribution	355,743.25	Date Edited	
Additional Contrib	15,404.84	Date Posted	
Member Contrib	371,148.09	Edit Status	Errors Exist
Employer Contrib	371,673.84	Post Status	Not Ready
Add'l Emplr Contrib	.00		
Emplr Term Pay	.00		
TIAA CREF Contrib	.00		
Total Emplr Contrib	371,673.84		
Total Due This Rpt	742,821.93		
Remitted This Report	743,000.00		
Report Over+/Short-	178.07		
Over/Short Balance	0.00		

Figure 15

Detail contribution report:

TEST -- MT Teachers' Ret. Sys. -- TEST								
Contribution Detail Report								
Reporting Agency: 560021 BILLINGS PUBLIC SCHOOLS					Report Period: September 2004			
Member	Name	Actual Wages	Current Contrib	Service (FTE)	Monthly Hours	Addl Memb Contrib	Act Stat	Termpay Cd
999-99-9999	APERSON, ABE	2,897.17	207.14	1.00				
999-99-9999	BPERSON, BOB	1,506.40	107.70		140.00		H	
999-99-9999	CPERSON, CAROL	3,781.33	270.36	1.00				

Figure 16

Copy Forward to New Period

From both the Contribution Summary screen and the Main Menu, one can copy forward summary and contribution information from any previous period. This relieves one of having to re-enter data each month. Once the records are copied forward, all one has to do is edit the changed records.

If attempting to copy to a reporting period that has already been posted, the following error is issued: "A posted report already exists for this period - Cannot copy." If copying to a reporting period that already exists, but has not been posted, the following error is issued: "A report already exists for this period - Press 'Copy' again to override".

When the copy function has completed, the Contribution Summary screen is presented. For larger agencies, the copy function may take over one minute.

Copy Forward to New Period

Agency Period

TRS Employees	<input type="text" value="1,616"/>
Earnings	<input type="text" value="4,975,554.71"/>
Total Member Contribution	<input type="text" value="371,148.09"/>
Total Employer Contribution	<input type="text" value="371,673.84"/>
Total Due This Report	<input type="text" value="742,821.93"/>
Remitted This Report	<input type="text" value="743,000.00"/>
Period End Date	<input type="text" value="09/30/2004"/>
Date Posted	<input type="text"/>
Final Year-End Rpt	<input type="text"/>
Edit Status	<input type="text" value="10 Errors, 65 Warnings"/>
Post Status	<input type="text" value="Not Ready"/>
Copy to New Period	<input type="text" value="10"/> <input type="text" value="2004"/> <input type="button" value="Copy to New Period"/>

Figure 17

Contribution Report History

The contribution report history is a screen by screen report of each month's contribution made by the employer. From this screen also, one can move to the contribution summary screen as well as copy the report forward to a future, not posted reporting period.

Contribution Report History									
560021 BILLINGS PUBLIC SCHOOLS									
Period	Year	Type	Posting Status	Member Contrib	Employer Contrib	Over/Short	Total	Summary	Copy Forward
1	2005	Cont	Submitted	.00	.00	.00	.00	Summary	Copy
11	2004	Cont	Edit	398,326.68	371,464.22	-769,790.90	.00	Summary	Copy
9	2004	Cont	Errors	371,148.09	371,673.84	178.07	743,000.00	Summary	Copy
8	2004	Cont	Posted	46,729.22	47,246.88	26.58	94,002.68	Summary	Copy
7	2004	Cont	Posted	36,834.72	37,218.50	-26.58	74,026.64	Summary	Copy
8	2004	Adj	Posted	374.17	390.91	.00	765.08	Summary	Copy
6	2004	Cont	Posted	1,567,921.97	1,764,022.69	.00	3,331,944.66	Summary	Copy
2	2004	Adj	Posted	.00	.00	-104.53	.00	Summary	Copy

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Figure 18

Add or Change Member

An employer may add or change TRS members reported on their monthly reports. First one looks up a member (Figure 19). If the member is not found in the TRS database, the Add New Member screen will appear (Figure 20)

or 21). If the member is not found in the employer's records, the Add Member for this Employer screen will appear (Figure 20). If the member exists already with the employer, the Change Member screen appears (Figure 21). If the member exists already with the employer, but the member's primary employer is a different employer, then the Change Member for this Employer screen will appear (Figure 20).

Add or Change Member

Member SSN999-99-9999

Submit

Clear

Reset

Name Lookup

Home

Figure 19

Add Member screen:

Add Member for this Employer

Member999-99-9999

NameAPERSON, ABE

Address123 MAIN STREET
HELENAMT 59601

Effective Date

Member Type

Pay Period/Year

Add

Clear

Reset

Back

Home

Figure 20

When adding a new member you will need to verify the effective date of employment, member type, and the first pay period (month/year) that the member/employee begins working for the employer.

Change Member Screen:

Change Member

Member	<input type="text" value="999-99-9999"/>		
Last Name	<input type="text" value="APERSON"/>		
First Name	<input type="text" value="ABE"/>		
Middle Name	<input type="text" value="A"/>		
Suffix	<input type="text"/>		
Member Type	<input type="text" value="Full Time Member"/>		
Address	<input type="text" value="1234 1ST STREET"/>		
	<input type="text"/>		
City/State/Zip	<input type="text" value="BILLINGS"/>	<input type="text" value="MT"/>	<input type="text" value="59100"/>
Home Phone	<input type="text"/>	<input type="text"/>	
Work Phone & Ext.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="text" value="Male"/>		
Date Hired	<input type="text" value="10/12/1999"/>		
Marital Status	<input type="text"/>		
Marital Date	<input type="text"/>		
Email Address	<input type="text"/>		

Figure 21

The change member screen will allow you to change all fields for members that have not be verified by TRS. Once a member has completed a TRS membership form, only the directory information will be available for changes.

Termination Pay Calculator

Employers can calculate the employee and employer contributions due under termination pay option 1 and 2 by using the Termination Pay Calculator. First, search for the employee by entering the employee's (member's) SSN and pressing the 'Search' button. Enter the retirement date, termination pay amount, and press the Calculate button. The termination pay amounts will appear for both termination pay options 1 and 2. Please see the TRS web site or your employer's manual for more information about TRS termination pay options 1 and 2.

Termination Pay Calculator

Member	999-99-9999	APERSON, ABE
Employer	560021	BILLINGS PUBLIC SCHOOLS
Date of Birth		
Member Age		
Retirement Date	07/01/2005	
Years of Service	9.83	
Termination Pay	5,000.00	

Contribution:	Employee Cost	Employer Cost
Option 1	1,818.55	1,931.60
Option 2	357.50	373.50

Search
Clear
Reset
Calculate
Name Lookup
Home

Figure 22

Employer Contact Information

The employer can update the contact information for TRS records. Please check this contact information and update it as necessary.

Employer Contact Info

Employer	560021		
Name	BILLINGS PUBLIC SCHOOLS		
Address			
	415 N 30TH ST		
City/State/Zip	BILLINGS	MT	59101
Business Phone	406	999-9999	Ext.
Fax	406	999-9999	
Contact Payroll	PAYROLL JUDY	Phone 	Ext.
Contact Personnel	PERSONNEL PAULA	Phone 406 999-9999	Ext.
Email Address	ppersonnel@billings.k12.mt.us		
Password		Confirm	

Save
Reset
Home

Figure 23

Name Look-Up

This screen may be accessed from the Contribution Detail and the Edit Contribution Messages screens using the Name Lookup button. It can be used to find a member within the selected reporting period by entering the full or partial last name. Members within this reporting period are displayed alphabetically by last name, starting with the first name that matches the entered Last Name. If no matches are found, the next name is displayed.

Click the Select link for the desired member to return to the previous screen.

Name Look-Up

Last Name: SSN:

Name	SSN	Select
ABC, ADAM	999-99-9999	Select
ABCDE, BONNIE	999-99-9999	Select

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Figure 24

Member Look-Up by Name

This screen may be accessed from any screen that has the Name Lookup button. It can be used to find a member using the

- full last name,
- full last name plus full or partial first name,
- partial last name,
- partial SSN, or
- sounds-like last name.

The first name (or partial first name) is only used in conjunction with the full last name. You can find members who are currently or have previously been employed by your employer.

The sounds-like feature allows you to find a person even though you may not know the exact spelling of the last name. Enter the last name, as you believe it is spelled followed by a question mark (?). This will find all members with last names that sound like the name entered. The first name is not used in combination with this feature.

When the desired member has been found, click the Select link to return to the previous screen.

Member Look-Up by Name

Last Name:
 First Name:
 SSN:

Name	SSN	Type	Effective Date	Employer	Select
					Select
					Select

Figure 25

The employee or a list of employees will appear below. Click on the select button to see their contribution history (Figure 25).

Member Look-Up by Name

Last Name:
 First Name:
 SSN:

Name	SSN	Type	Effective Date	Employer	Select
APERSON, ABE	999-99-9999	Member	10/12/1999	560021	Select
					Select

Figure 26

Member Contribution History Report

This screen shows posted wage and contribution information for the employer's TRS employees. If adjustments have been made, there may be multiple lines for a pay period. Enter the member's SSN, then click Search, or use the Name Look up button.

Member Contribution History								
Member		999-99-9999		APERSON, ABE				
Period	Year	Actual Wages	Member Contrib	Additional Contrib	Term Pay Contrib	Date Posted	Member Status	Entry Number
06	2004	8,691.51	621.42	.00	.00	07/09/04	Full Time	1
05	2004	2,897.17	207.14	.00	.00	06/07/04	Full Time	1
04	2004	2,897.17	207.14	.00	.00	05/07/04	Full Time	1
03	2004	3,347.17	239.32	.00	.00	04/05/04	Full Time	1
02	2004	3,145.81	224.92	.00	.00	03/09/04	Full Time	1
01	2004	2,897.17	207.14	.00	.00	02/18/04	Full Time	1
12	2003	2,897.17	207.14	.00	.00	01/14/04	Full Time	2
11	2003	2,897.17	207.14	.00	.00	12/17/03	Full Time	1
10	2003	4,346.76	310.79	.00	.00	11/07/03	Full Time	1
09	2003	2,857.58	204.31	.00	.00	10/10/03	Full Time	1
08	2003	799.92	57.19	.00	.00	09/16/03	Full Time	1
06	2003	8,208.00	586.86	.00	.00	07/15/03	Full Time	1

[Next List >>](#)

Figure 27